

Donna L. Nelson  
Chairman

Kenneth W. Anderson, Jr.  
Commissioner

Brandy Marty Marquez  
Commissioner

Brian H. Lloyd  
Executive Director



Greg Abbott  
Governor

## Public Utility Commission of Texas

---

### JOB VACANCY ANNOUNCEMENT

**SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:**

PUC Mail Room, 8<sup>th</sup> Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or

Email: [Recruiter@puc.texas.gov](mailto:Recruiter@puc.texas.gov), or

Fax: (512) 936-7054, or

[www.workintexas.com](http://www.workintexas.com)

---

**JOB TITLE:** Project Specialist

**JOB VACANCY NUMBER:** 2016-23

**DIVISION:** Information Services

**SALARY\*:** \$3,081.34 - \$3,783.34/month  
(Commensurate with Qualifications)

**SALARY GROUP:** B17

**CLASS TITLE:** Program Specialist I

**CLASS #:** 1570

**OPENING DATE:** May 11, 2016

**CLOSING DATE:** Open Until Filled

**HOURS PER WEEK:** 40

**ESTABLISHED WORK HOURS:** 8:00 – 5:00 M-F  
(Flextime may be available with supervisory approval)

**FLSA\*\*:** Exempt

**EEO CATEGORY:** Professional

**TYPE:** Full-time ☒ Part-time ☐ Temporary ☐

\*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

\*\*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

---

**Application Process:** Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a degree is a minimum qualification, college transcripts must be submitted with the application (if you submit your application via [www.workintexas.com](http://www.workintexas.com), you must submit your transcripts via email to [recruiter@puc.texas.gov](mailto:recruiter@puc.texas.gov)). If you submit your application via [workintexas.com](http://workintexas.com), please do not submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

#### **GENERAL DESCRIPTION:**

Perform routine technical assistance, administrative and contract management services. Work involves assisting with project planning, developing contract schedules and statewide reports, implementing Information Services policies and procedures, and providing operational services and technical assistance to staff, State and Federal agencies, and the general public. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

#### **ESSENTIAL FUNCTIONS:**

- Perform technical training, research, planning, policy, program assessment, and administrative activities related to Information Services.
- Provide support and collaborate in the planning, development, and implementation of Information Services projects.
- Serve as an Information Services liaison to staff, government agencies, and the general public to assist in the coordination and the explanation of PUC programs and requirements.
- Monitor assigned projects; ensure compliance with State regulations and contract provisions; recommend and facilitate implementation of procedural and operational changes to maximize service delivery.
- Assist staff in determining trends and resolving technical problems.



Printed on recycled paper

An Equal Opportunity Employer

- Assist in the collection, organization, analysis, and/or preparation of materials in response to requests for information and reports.
- Assist in procurement and contract management; ensure that contracts are renewed in a timely manner, prepare, distribute and maintain contract documentation.
- Assist in the preparation of administrative reports, studies, and specialized projects.
- Assist with preparing and reviewing statutes, rules, policies and/or procedures.
- Serve as the Information Services liaison and provide coordination and instruction to PUC staff and external service providers; may interact with various committees or boards; answer questions and provide training and technical assistance as required.
- Analyze Information Services changes in rules and regulations; evaluate the impact upon operations, and draft procedural changes as required.
- Prepare a variety of correspondence, periodic and special reports, informational publications, program documentation, policies, procedures and other written materials.
- Assist in preparing justifications for the implementation of procedural or policy changes.
- Serve as the division timekeeper; review and audit weekly timesheets for accuracy.
- May assist in developing policy and procedure manuals.
- May train others in Information Services policies, procedures and project implementations.

### **REQUIRED MINIMUM QUALIFICATIONS:**

#### **Education And Experience:**

- Graduation from an accredited college or university with major course work in business, public administration, management or related field. Work experience may substitute for the required education.
- Requires certification as a Certified Texas Contract Manager (CTCM) within eighteen (18) months of employment.

#### **Military Occupational Codes:**

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

### **PREFERRED QUALIFICATIONS:**

- Experience in Centralized Accounting and Payroll/Personnel System (CAPPS).
- Certification as a Certified Texas Contract Manager (CTCM)

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of state, and federal laws related to Information Services; of public administration and management techniques; of research techniques; and of management processes and techniques.
- Skill in using a personal computer and Microsoft Office suite.
- Ability to gather, assemble, correlate, and analyze facts into concise reports; to devise solutions to problems; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to train others.
- Ability to maintain effective working relationships within and outside the agency.
- Ability to attend work regularly and adhere to approved work schedule.

### **REMARKS:**

- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.

- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.